

TITLE: Senior Advisor to the Deputy Director General for Administration		ADM -031
REPORTS TO LINE MANAGER: Deputy Director General for Administration, Department for Administration		
DIRECT EMPLOYMENT:		GRADE RANGE: D-1
DATE WRITTEN: March 2008	DATE REVISED:	DATE REVISED:

Purpose:

Advises the DDG for Administration in all administrative matters related to the ITER Project administration, in particular for questions of human resources, budget, finance, accounting, procurement and contracts.

Major Duties/Responsibilities:

- Advises the DDG for Administration in matters of human resources management and the development and implementation of the budgetary, finance and accounting system.
- Advises the DDG for Administration in matters relating to the management of financial services, insurance, customs and transport.
- Interacts with the Finance and Budget, Procurement and Contract and Human Resources Divisions on the management of financial, budgetary, contractual and human resources matters.
- In close cooperation with the Division Heads and the DDG, ensures the compliance of the actions of the Department with the ITER Agreement and Related Instruments.
- In close cooperation with the Division Heads, advises the DDG in the preparation of reports of the Department to Council instances and to the Financial Audit Board.
- Interfaces with other DDGs in order to ensure the smooth implementation of the work of the Administration Department.
- Maintaining a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and Experience Required:

Master's Degree in Business Administration, Business School or equivalent and at least fifteen years of relevant professional experience at management level. Outstanding expertise in the administration of large international science projects. Excellent communication and negotiation skills. A good knowledge of French, European and International law would be an advantage.

Work Direction and Interfaces:

Reports to the DDG for Administration. Interfaces with all other Divisions. Maintains close communications with the DDG for safety within the ITER Organization.

Authority/Approval Levels:

Has authority and approval levels defined by the DDG for Administration for his/her scope of work.

Measures of Effectiveness:

- Successfully advises the DDG in further developing the human resources management group and system.
- Successfully advises the DDG in developing and implementing the finance and accounting system.
- Successfully supports and advises the DDG in all management matters that may arise for the Department.